

COUNTY OF SOLANO
CLASS SPECIFICATION
LIBRARY ASSISTANT, SUPERVISING

CLASS SUMMARY:

Under direction, plans, organizes and supervises clerical and technical level library services.

DISTINGUISHING CHARACTERISTICS:

- Library Assistant (Senior) class which performs a variety of specialized technical level tasks and provides lead worker guidance in the support of library operations;
- Librarian (Supervising) plans, organizes, supervises and participates in the work of a library section or a library branch; manages budgets for collections or periodicals.

SUPERVISION RECEIVED AND EXERCISED:

- Supervision is provided by a Librarian (Supervising).
- Employees in this class supervise employees in clerical or technical classes primarily in circulation and computer center services.

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

Performs supervisory duties such as:

- supervises, assigns, directs, evaluates and reviews the work of staff engaged in clerical and technical work and support activities in accordance with departmental policies.
- plans, schedules and assigns clerical and support work to maintain desired service levels during library hours.
- recognizes employees' work efforts and accomplishments;
- interviews applicants and recommends selections;
- reviews and approves timesheets and requests for leave;
- trains new staff in the duties and tasks of their jobs as well as library policies and procedures; arranges on-going training so staff can stay current with job related skills;
- assists in the development and delivery of in-service training workshops;
- may train and supervise volunteers; and
- communicates supports and enforces County and Department policies and procedures including those related to equal opportunity and to safety

- maintains and prepares statistical reports; oversees all monetary transactions; verifies, updates and enters library information in databases and other filing systems.
- assists with facility and equipment maintenance; coordinates and oversees the booking of meeting, conference and group study rooms as well as the set-up and take-down of these rooms for library programs and use by outside groups or organizations.
- assists in the development and maintenance of procedure manuals.
- assists in developing budget requirements for supervised sections.
- may oversee assigned library facility and/or staff in the absence of a supervisor or division head or in other special circumstances.
- conducts outreach in the community to promote library services and programs; and,
- performs other duties as assigned.

EDUCATION AND/OR EXPERIENCE:

1. High school diploma, GED, or equivalent
2. One year as a Library Assistant (Senior) **or**
3. Three years of full-time clerical and/or technical experience in a public library, **and** One year of lead or supervisory work experience in any field (may be inclusive of or distinct from the required clerical and/or technical experience).

***Note:** One year of clerical and/or technical experience in a public library may be substituted with an Associate of Arts degree from an accredited college or university.*

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- Possession of or ability to obtain a valid Class C California driver's license may be required for some positions.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Standard and accepted principles and practices of supervision, leadership, motivation, team building, organization, training, and conflict resolution.
- General library methods and procedures including basic data processing applications and automated systems used in library support activities.
- Effective customer service techniques.
- Basic budgetary principles and practices.
- Modern office methods, procedures, equipment, personal computers and software.
- English composition, spelling, grammar, vocabulary and punctuation for both written and oral communications.

- Formats and appropriate terminology for written communications such as reports, memorandum, and records.

Skill and/or Ability to:

- Supervise, evaluate, train and develop staff and organize and manage their work.
- Perform complex clerical work and assist customers in the use of library resources and equipment;
- Schedule and train staff to work in the various service areas;
- Plan, organize and conduct training sessions;
- Prepare and maintain complete and accurate reports and records;
- Interpret and apply library procedures and policies;
- Exercise sound independent judgement within established guidelines;
- Understand and follow oral and written instructions;
- Use a computer;
- Work a flexible schedule;
- Work under pressure and meet short deadlines;
- Communicate effectively both verbally and in writing;
- Exercise tact and diplomacy;
- Establish and maintain cooperative working relationships.

PHYSICAL REQUIREMENTS:

- **Mobility and Dexterity:** Positions in the class typically require stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion. Tasks may involve extended periods of time at a keyboard or workstation.
- **Lifting, Carrying, Pushing and Pulling – Light Work:** Employees in this class will be exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- **Vision:** Positions in this class may require the employee to have close visual acuity, with or without correcting, to prepare and analyze data and figures, transcribe, view a computer, read, etc. Some tasks may require the ability to perceive and discriminate colors or shades of colors, depth, and visual cues or signals. Positions in this class also may require employees to have depth perception in order to operate motor vehicle.
- **Hearing/Talking:** Positions in this class may require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and may have the ability to receive detailed information through oral communication. Positions in this class may require the employee to express or exchange ideas by means of the spoken word.

WORKING CONDITIONS:

- **Office Work:** Employees in this class will most often be working in an office setting.

- Traffic Hazards: Employees in his class may be required to operate a vehicle and thus will be subject to traffic hazards while driving.
- Disruptive/Confrontational Human Contacts: employees in this class may be subject to disruptive and confrontational people.

OTHER REQUIREMENTS:

- Background Checks: The County may conduct a background check and a reference check on candidates prior to appointment to a position within this class. The background check may include the State of California Department of Justice, the Federal Bureau of Investigation, the Child Abuse Central Index and criminal checks in any City/County where the applicant has live, worked or attended school.
- Independent travel: Employees may be required to travel independently, for example, to assess properties, to attend meetings with other County employees, to attend meetings with community organizations, etc.

Hours of Work: Incumbents may be required to work evenings, Saturdays and Sundays at any library branch or division, as assigned.

CLASS HISTORY AND CLASS INFORMATION:

- Date Approved by the Civil Service Commission: November 2003; September 2016
- Date Adopted by the Board of Supervisors: December 2003
- Date(s) Revised: September 2016
- Class Code: 745020